

City of Suffolk HISTORIC LANDMARKS COMMISSION



July 14, 2022

**THE REGULAR MEETING
OF THE
HISTORIC LANDMARKS COMMISSION
WILL BE HELD AT 9:00 A.M. IN
CITY COUNCIL CHAMBERS
CITY HALL BUILDING**

**Note: If You Cannot Attend This Meeting,
Please Notify the Planning Division by
12:00 Noon,
Wednesday, July 13, 2022
(757) 514-4060**

**PREPARED BY THE CITY OF SUFFOLK
DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT
DIVISION OF PLANNING**

AGENDA
Historic Landmarks Commission Meeting
Thursday, July 14, 2022
9:00 a.m.

I. Call to Order

II. Roll Call

III. Approval of the Minutes

IV. Annual Election of Officers

V. New Business

- A. **Request for Certificate of Appropriateness HLC2022-00018**, submitted by Gayon Burford-Williams, property owner, for exterior alterations at property located at 133 Clay Street. The property is further identified as Tax Map Number 34G18(A)*349, Suffolk Voting Borough, zoned CBD, Central Business District zoning district, and HC, Historic Conservation Overlay District

VI. Staff Reports

1. Enforcement Updates
- a. Property Maintenance
 - b. Zoning

VII. Announcements

Adjournment



MINUTES
HISTORIC LANDMARKS COMMISSION
June 9, 2022
9:00 A.M.

The regular meeting of the Historic Landmarks Commission was held on Thursday, June 9, 2022, at 9:00 a.m., in the Council Chambers of Suffolk City Hall, 442 W. Washington Street, Suffolk, Virginia, with the following persons present:

MEMBERS PRESENT:

George Bailey
William Bissell
Susan Coley
Merritt Draper
Oliver Hobbs
Edward King
Brian Shaffer
Vivian Turner

STAFF:

Alexis Baker, Comprehensive Planning Manager
Keith Cannady, Senior Planner
Erin Dears, Planner I
Thomas Mueller, Deputy City Attorney
Gerry Jones, Director of Capital Programs
Jennifer Cobb, Zoning Administrator
Melvion Knight, Assistant Zoning Administrator
Susan Dillard, Property Maintenance Official
Marion Riddick, Planning Technician

MEMBERS ABSENT:

Mary Austin Darden

The meeting was called to order by Chairman Hobbs. The roll was called by Marion Riddick, and Chairman Hobbs was informed that a quorum was present.

APPROVAL OF THE MINUTES: The minutes of the previous meeting were approved as presented.

NEW BUSINESS:

Request for Certificate of Appropriateness HLC2022-00014, submitted by William Belliares, applicant, on behalf of B & B Ventures, LLC, property owner, for new construction at property located at 121 Wellons Street. The property is further identified as Zoning Map Number 34G17(A)*235, Suffolk Voting Borough, zoned RM, Residential Medium Density zoning district, and HC, Historic Conservation Overlay District.

The first item of business was introduced by the Chairman, followed by a staff report by Erin Dears, Planner I.

The applicant is requesting a certificate of appropriateness to construct a new residential dwelling at 121 Wellons Street. The property is part of the original West End District Historic District, and the subject property is zoned Residential Medium zoning district with Central Business District to the north and a spot of O-I to the south. The subject property is a vacant lot, and the applicant proposes to construct a two-story dwelling fronting on Wellons Street with a driveway on the side to provide off-street parking in addition to installing a 6-foot tall fence to enclose the backyard.

The applicant is proposing a raised slab foundation 24" above finished grade. The siding is proposed to be 6.5" Traditional Beaded woodgrain mastic ovation siding painted Everest or a similar color. The right gable will be constructed with white vinyl Royal Board and Batten. The shingles are proposed to be Tamko, Heritage Virginia slate architectural shingles in Virginia Slate. The front door is proposed to be a white Therma-Tru Benchark fiberglass craftsman two-panel six-lite door. The applicant is proposing all windows be vinyl clad wood windows in the color white exterior to be trimmed with white PVC with the front façade windows to include Mid-American raised panel shutters in the color 166 Midnight Blue. The applicant proposes two 6' 6"x6" square PVC wrapped front columns. The applicant proposes to enclose the backyard with a 6' tall Southern Yellow Pine Dog Ear Picket Fence in the color Cedar Bark.

Based on this evaluation and previous findings-of-fact, staff recommends approval for Certificate of Appropriateness, HLC2022-00014.

The public hearing was opened and William Billiares, the builder, introduced himself and informed the Commissioners that he was available if they had any questions. There were no other speakers in favor of the application and there were no speakers in opposition of the application.

The public hearing was closed, and the Commissioners discussed the application.

The motion was made by Commissioner Bailey to accept the staff's approval of HLC2022-00014. The motion was seconded by Commissioner Draper. The motion passed with a vote of 8-0

Request for Certificate of Appropriateness HLC2022-00015, submitted by Maya Zamani, Better Quality Homes, LLC, property owner, for exterior alterations at property located at 222 Clay Street. The property is further identified as Zoning Map Number 34G18(A)*39, Suffolk Voting Borough, zoned RM, Residential Medium Density zoning district, and HC, Historic Conservation Overlay District.

The second item of business was introduced by the Chairman, followed by a staff report by Alexis Baker, Comprehensive Planning Manager.

The applicant is requesting to replace all one-over-one windows with white composite windows, replace the existing and metal railing with wood or composite railing, and to repair foundation and front garden bricks like for like. The subject property is located at 222 Clay Street in the Original Suffolk Historic District. The property is located in the RM, Residential Medium Density zoning district. The subject property contains a contributing Queen Anne Victorian dwelling, built circa 1910. The dwelling has two stories with Palladian motif windows in the front bays. The hipped roof has a lower cross gable with a ten bay porch with Ionic columns and classical entablature with dentils.

A condition statement was submitted with the application outlining the current condition of the windows. It was stated that the windows in the house are beyond repair. The windows are not functioning and have been out of use for over a decade. The windows and seals are broken in multiple areas allowing air and

moisture to enter the house. Some windows have been replaced incorrectly while others have been taken out altogether and boarded up with plywood. Staff considered the replacement of the windows per the Historic District Guidelines and the Secretary of Interior's Standards. For the windows, within the Historic District, painted wood, metal clad or vinyl clad are generally allowed, as outlined in Section C.3 of the Design Guidelines. However, Staff also evaluated the windows according to further guidance in this section, related to kind and texture of materials, architectural and historical compatibility, comparison to original window profile, level of significance of original windows to the architectural style of the building, and material performance and durability.

Next, the applicant will repair replace the missing and existing metal railing with wood or composite railing, painted white, to match the railing on the porch. the replacement of the metal railings was evaluated under the guidance for residential porches in J.2, Guidelines for Residential Porches, in the Design Guidelines. While specific written guidance was not presented in this section, an exhibit displayed appropriate styles for railing. The design proposed by the applicant has a top and bottom railing with appropriately spaced balusters, matching the exhibit displayed in J.2. The railing will be painted white to match the railing on the porch.

Finally, the repair of the foundation and front garden bricks with similar bricks and mortar complies with Section F.1.b. which states that mortar should be replicated in strength, composition, color and texture. Using similar bricks to replace the cracked brick will also serve to maintain and preserve the original historic material.

Therefore, staff finds that this application as presented generally conforms to the Historic District Design Guidelines. Based on the previous findings-of-fact, staff recommends **approval** for the Certificate of Appropriateness, HLC2022-00015, with the conditions noted below in staff's report:

1. Replace all one over one windows with white composite (Andersen 100 series, Fibrex) one-over-one single-hung white windows with white trim.
2. Replace existing and missing metal railing with a wood or composite railing, matching the existing porch railing, to be painted white.
3. Repair foundation and front garden bricks with bricks and mortar to match existing brick and mortar
4. Any additional improvements shall require a Certificate of Appropriateness.
5. All required permits shall be obtained from the City of Suffolk.

The public hearing was opened and Maya Zamani, the property owner, spoke in favor of the application. When asked by Commissioner Bailey what the cost for the windows would be, Ms. Zamani stated that the windows were going to cost around \$25,000 to \$30,000. Ms. Zamani has a contractor's license, but she is sub-contracting the work out. The cap for a Class C contractor is \$10,000. Commissioner Bissell asked the owner if she will be completing the project in phases. Ms. Zamani stated that she is willing to do that.

There were no other speakers who spoke in favor or opposition of the application.

The public hearing was closed.

The public hearing was closed, and the Commissioners discussed the application.

A motion was made by Commissioner Bissell to accept staff's recommendation to approve the Certificate of Appropriateness request, HLC2022-00015.

The motion was seconded by Commissioner Bailey. The motion passes with a vote of 8-0.

Request for Certificate of Appropriateness HLC2022-00016, submitted by Gerry L. Jones, applicant, on behalf of the City of Suffolk, property owner, for site alterations at property located at 219 W. Washington Street. The property is further identified as Zoning Map Number 34G18(A)*361, 34G18(A)*362*365, 34G18(A)*368, 34G18(A)*369A, and 34G17(A)*168*169, Suffolk Voting Borough, zoned CBD, Central Business District zoning district, and HC, Historic Conservation Overlay District.

The third item of business was introduced by the Chairman, followed by a staff report by Alexis Baker, Comprehensive Planning Manager.

Specifically, the applicant is proposing a festival event park. Actions include installing landscaping, black metal fencing, benches, electrical outlet kiosks, three entrance arches with a sign, an 8 ft. tall wooden screen wall, pavement throughout the park, parking for 40 cars, and appropriate lighting for the parking lot and around the perimeter of the park. The subject property is located at 219 W. Washington Street and 101 S. Saratoga Street within the East Washington Street District (2002) of the Suffolk Historic Conservation Overlay District. According to the National Register of Historic Places-Inventory Nomination Form, the 2002 boundary expansion to the Suffolk Historic District is a continuous area encompassing a large number of commercial buildings dating from the early 20th Century, small enclaves of residential buildings, several warehouses, banks, service stations, two depots, and one courthouse. Commercial, industrial, and transportation-related buildings surround the residential neighborhoods. The most common building form noted in this area is brick-fronted Italianate or Vernacular style commercial structures. The subject property is also located in the CBD, Central Business District zoning district.

The festival event park will be comprised of five parcels. If you recall, on December 10, 2021, the Historic Landmarks Commission approved Certificate of Appropriateness, HLC2021-00036, to demolish a non-contributing structure at 219 W. Washington Street. Previously, the apartment building located at 101-113 S. Saratoga Street was condemned by the City in August 2020 as a result of structural damage sustained from a tornado on August 4, 2020. This property is currently a vacant lot.

Again, as mentioned, specific actions include installing landscaping, black metal fencing, benches, electrical outlet kiosks, three entrance arches with a sign, an 8 ft. tall wooden screen wall, pavement throughout the park, parking for 40 cars, and appropriate lighting for the parking lot and around the perimeter of the park. Due to the removable nature of the stage, planters, and removable bollards, these elements are not part of this application.

First, this site will include 4-foot tall decorative black aluminum fencing along the perimeter of the property, ending in 5-foot tall pylons at the minor entrances. The pylons will match the materials used at the front entrance. Trees, low plantings, a sidewalk, and decorative light poles, with four (4)-inch acorn fixtures, will also line the perimeter of the park. Benches and raised electrical outlet kiosks will be positioned in the shade of the tree line.

At the main entrance of the park, facing the intersection of W. Washington Street and S. Saratoga Street, there will be three (3) grand entrance arches, approximately 36' x 20'-10"; 34' x 18'; and 29' x 14'-2", designed to complement the materials and forms of the new Library to the west. On the center, 34' x 18' arch, an approximately 23-square foot sign will display "Suffolk Festival Park." Near the front entrance, a portable stage and removable bollards will also be incorporated into the site as needed.

Decorative concrete paved paths will connect the entrance, a food truck/eating area to the northwest, temporary restrooms for events, and parking to the south. An eight (8)-foot tall screen at the west edge of the site will run parallel to the wall of the adjacent building. This screening wall will be constructed of wood or a similar material, stained an appropriate opaque color.

Parking for forty (40) cars will be provided to the south, with access points at S. Saratoga and Jackson Street. Lighting for the parking area will use LED pole kits, with two (2) 200 Watt LED lights, and will comply with the lighting standards in Sec. 31-604 of the Unified Development Ordinance.

Based on the previous findings-of-fact, staff recommends **approval** for Certificate of Appropriateness, HLC2022-00016, with the conditions noted below.

1. Construct a festival event park on five parcels, 34G18(A)*361, 34G18(A)*362*365, 34G18(A)*368, 34G18(A)*369A, and 34G17(A)*168*169.
 - Install trees and low plantings along the perimeter with a four (4)-foot tall black decorative aluminum fence along West Washington Street, S. Saratoga Street, and the parking lot to the south. The decorative fencings will end with five (5)-foot pylons at minor entrances, matching the materials used on the main entrance features. The fencing and pylons may be reduced in height as needed.
 - Install benches along tree line at perimeter with convenience electrical outlet kiosks.
 - Install three entrance arches approximately 36' x 20'-10"; 34' x 18'; and 29' x 14'-2" at the park entrance at the corner of W. Washington Street and S. Saratoga Street. A sign, approximately 23 square feet with "Suffolk Festival Park" will be on the 34' x 18' arch.
 - Install an eight (8)-foot tall wooden screen wall, painted or stained an appropriate opaque color, at the western edge of the site.
 - Install paved paths throughout the park, connecting the entrance, food truck/eating area to the northwest corner, temporary restrooms for events, and the parking to the south.
 - Install parking for 40 cars to the south with access points at S. Saratoga Street and Jackson Street with appropriate lighting.
 - Install lighting complimenting the pedestrian scale lighting along perimeter of property.
2. A Conditional Use Permit is required for parks/open space (generally) in the CBD zoning district. This permit shall be approved by City Council prior to site plan approval.
3. A Site Plan is required for land disturbance over 2,500 square feet.
4. Any additional improvements shall require a Certificate of Appropriateness.
5. All required building and zoning permits shall be obtained from the City of Suffolk.

The public hearing was opened to the public and Mr. Gerry Jones, Director of Capital Programs, spoke in favor of the application and gave more features of the park, how some of the features were developed and

how they will work well in the historic district. The landscape architect also spoke in favor of the application.

Commissioner Bailey asked if there are plans to expand the amount of parking to accommodate the traffic flow. Mr. Jones informed the Commissioners that there would be street parking available as well as parking at city hall, the library and Mills Godwin Court House to support the festival events.

Commissioner Shaffer asked about up lighting for the arches and landscape and if there would be permanent signs for parking. Mr. Jones informed the Commissioners that the up lighting is being considered to highlight the arches which will be a landmark downtown.

Commissioner Bissell asked about the arches and the protection of the steel panels. Mr. Jones mentioned the possibility of a base that would off-set and create a separation from the metal.

Commissioner Bailey asked if Jackson Street is going to remain one way based on the traffic flow. Mr. Jones informed the Commissioners that there are no plans to change the traffic flow on Jackson Street at this time.

There were no other speakers who spoke in favor or opposition of the application.

The public hearing was closed, and the Commissioners briefly discussed the application.

Per Alexis Baker, the application was not complete until the concrete wall on the western corner was added. The concrete 8-foot wall runs parallel to the restaurant.

A motion was made by Commissioner Shaffer to accept staff's recommendation to approve the Certificate of Appropriateness Request, HLC2022-00016. The motion was seconded by Commissioner King. The motion passes with a vote of 8-0.

STAFF REPORTS:

Enforcement Update:

Susan Dillard, Property Maintenance Official, reported on the following properties:

342 N. Main St - Property Maintenance Violations – court – 8/4/2022

179 E. Washington St - Property Maintenance Violations – court – 7/7/2022

205 Grace St - Property Maintenance Violations – property in compliance

223 Bank St - Property Maintenance Violations - title search ordered

219 Clay St - Property Maintenance Violations - title search ordered - property in foreclosure

181 N. Main St - Vacant Structure – court case continued – 12/1/2022

112 W. Washington St – structure vacated by order of property Maintenance Official and Fire Marshall owner was given an extension to repair

140 W. Washington St - Property Maintenance Violation – court case continued - 7/7/2022

Zoning Update:

Melvion Knight, Assistant Zoning Administrator, reported on the following properties:

302 Bank St - Working without a zoning permit / COA – court on 6/2/2022 for \$1,000.00 fine

118. W. Washington St – Live entertainment with a Conditional Use Permit (CUP) – Going to Planning Commission in June

130 Commerce St – Live entertainment with a Conditional Use Permit (CUP) – Going to City Council in June

156 W. Washington Street – Live entertainment/bar night club with a Conditional Use Permit (CUP) – Going to City Council in June

112 W. Washington St – Live entertainment/bar night club without a Conditional Use Permit (CUP) - Notice of violation sent on April 4, 2022

202 E. Washington St – Live entertainment without a Conditional Use Permit (CUP) – Notice of violation sent on April 19, 2022

Administrative Approvals

HLC2022-00008 – 217 E. Washington St – Wall sign and window sign - approved 6/2/22

HLC2022-00017 – 157 N. Main St – Handicap ramp - approved 6/2/22

Announcements

Ms. Baker reminded commissioners that the election of officers will be held in July. She also informed the Commissioners that she will be retiring effective July 1st. She introduced Mr. William Cannady, Senior Planner, to the Commissioners. Ms. Baker informed the Commissioners that Mr. Cannady brings over 30 years of experience in Planning.

There being no further business, the meeting was adjourned.

HISTORIC LANDMARKS COMMISSION



June 9, 2022

Motion: To accept staff's recommendation for approval

1st: Bailey
2nd: Draper

Vote: 8-0

Motion: To accept staff's recommendation for approval

1st: Bissell
2nd: Bailey

Vote: 8-0

Motion: To accept staff's recommendation for approval

1st: Shaffer
2nd: King

Vote: 8-0

COMMISSIONERS	ATTENDANCE		HLC2022-000014		HLC2022-00015		HLC2022-00016	
	PRESENT	ABSENT	YES	NO	YES	NO	YES	NO
Bailey, George	X		X		X		X	
Bissell, William N.	X		X		X		X	
Coley, Susan	X		X		X		X	
Darden, Mary Austin, <i>Vice Chairman</i>		X						
Draper, Merritt	X		X		X		X	
Hobbs, Oliver, <i>Chairman</i>	X		X		X		X	
King, Edward L.	X		X		X		X	
Shaffer, Brian	X		X		X		X	
Turner, Vivian	X		X		X		X	



CITY OF SUFFOLK

442 W. WASHINGTON STREET, P.O. BOX 1858, SUFFOLK, VIRGINIA 23439-1858
PHONE: (757) 514-4060 FAX: (757) 514-4099

DEPARTMENT OF
PLANNING & COMMUNITY DEVELOPMENT

Division of Planning

To: Historic Landmarks Commission

From: Erin Dears, Planner I

Date: July 14, 2022

Subject: **Request for Certificate of Appropriateness HLC2021-00018**, submitted by Gayon Burford-Williams, property owner, for exterior modifications at 133 Clay Street. The property is further identified as Tax Map 34G18(A)*349, Suffolk Voting Borough, zoned CBD, Central Business District zoning district, and HC, Historic Conservation Overlay District.

STAFF REPORT

Overview of the Subject Property and Surrounding Area

The subject property is located at 133 Clay Street. This property is part of the East Washington Street District (2002) of the Suffolk Historic Conservation Overlay District and is located in the Central Business District zoning district. According to the National Register of Historic Places, the two and a half story Italianate-style contributing single dwelling structure, was constructed between 1895-1910. The structure features ornamental details such as eave brackets and cornice returns with a parged brick pier foundation and wood frame structural system clad in vinyl siding. The windows on the front façade are two-over-two double-hung, wood sash. Measuring three bays deep, this house is capped by a cross gable roof with a centered gable on the side elevations. One of the many interesting details of this structure is the arched cutaway corner porch supported with a single square wooden post.

Case History

No relevant case history.

Public Notice

This request has been duly advertised in accordance with the public notice requirements set forth in Section 15.2-2204 of the Code of Virginia, as amended, and with the applicable provisions of the Unified Development Ordinance. A notice, containing a copy of the staff report, was also provided to the applicant on July 8, 2022.

Proposed Actions

The applicant's requests include the following:

1. Install one 17.5" x 35.5" Anderson Essential Style Elements, American Farmhouse Quintessential, two-over-two double-hung window in the primary bedrooms on suite bathroom.
2. Repaint the perimeter brick.

Condition Statement

A condition statement was not submitted with the application.

Surrounding Characteristics

A detailed description of adjacent and nearby properties is provided below.

215 Market Street – Contributing Colonial Revival dwelling constructed circa 1926. This dwelling has a two-story projecting cross gable roof on the facade. In the angle of the ell is a half-hipped roof porch covering two bays on the facade. The front pedimented gable contains a six-over-six window. The garage is attached to the rear. A one-story front gable roof brick garage has been attached to the house with a cross gable roof. The one-car garage has a double-leaf door paneled with lights. The hipped roof is clad in asphalt shingles.

300 Market Street – According to the National Register of Historic Places for Suffolk's 1987 Final submittal, this lot is the site of an older probably Queen Anne-style house that was demolished after 1920 to make way for this large Bungalow house. This house has such details as eave braces, a shed dormer and a projecting side bay. Unfortunately, the aluminum siding has neutralized the textural character of this building. A one and a half story commercial office space, circa 1925, featuring a wooden frame and aluminum siding. The Asymmetrical five bay structure has a cross gable roof of standing seam metal, covered eave brackets and modern shutters. Though the building has been slightly "colonialized" it retains Bungalow character while including one garage.

160 Pine Street – A contributing dwelling, with no discernable style, constructed circa 1900, this two-story, three-bay, side-gable dwelling has an entry in the south bay and a front-gable entry porch. The house retains two-over-two sash windows and a few eave brackets. The gable roof is clad in shingles.

127 Clay Street – A two-and-a-half story contributing Queen Anne-style single dwelling dating between 1895-1910. This structure features a stretcher bond brick pier foundation, cross gable roof clad in standing seam metal, and a wooden frame structural system clad in weatherboard siding.

129 Clay Street – A contributing Queen Anne Victorian dwelling constructed circa 1895. This vernacular dwelling is three bays wide with a half-hipped porch covering the full-width of the facade, the porch using square-edged wood balusters. The gable standing

seam metal roof features cornice returns. This building has been converted to a multiple dwelling adding a doorway on the facade. Numerous additions have been made to the rear elevation.

131 Clay Street – A single-family dwelling, this structure is the only residence in the neighborhood to feature a turret, characteristic of the Queen Anne-style. This building, dating from 1895 and 1910, is a two-and-a-half stories in height and two bays wide with a side-passage plan and a side gable roof. Above the second-story canted bay window is the six-sided turret. The house stands on a stretcher-bond brick pier foundation and is constructed of wood grain re-clad with vinyl siding. Across the full-width of the facade is a porch with a half-hipped roof supported by square wood posts and square wood balusters on the sides. The single-leaf entrance contains a wood paneled door with a fanlight, which is flanked by one-light sidelights over a dado. A single-light transom marks the top of the opening. The windows are six-over-six double-hung, wood sash. The overhanging eaves are visually supported with scroll-sawn brackets and the roof is clad with standing-seam metal, above which rises a corbeled cap brick chimney.

Site Modifications

As noted above, applicant is requesting to install one second story two-over-two 17.5" x 35.5" window on the right facade in addition to repainting the brick perimeter of the structure.

Applicable Regulations

A. Suffolk Historic District Design Guidelines

CHAPTER 4 – EXTERIOR ELEMENTS, MATERIALS AND COLORS

Section B. Policy Statement on Use of Substitute Exterior Materials,

- *B.1 Background:* In general, the original materials should, to the maximum extent possible, be maintained and preserved in place. When alterations are required, the original materials should remain unaltered to the greatest extent possible. When exterior materials must be replaced, due to deterioration or alterations, the physical dimensions, styles, and other qualities of the original materials should, to the maximum extent possible, be replicated to match the original as closely as possible. The Historic Landmarks Commission will review each request on a case-by-case basis.
- *B.2 Synthetic Trim Materials:* Synthetic trim materials for architectural embellishments, such as cornices, columns/ pilasters, balusters, or window/door trim, may be acceptable as replacements for the original trim materials if they match the dimensions and profiles of the original material. When used for other applications, synthetic materials other than historic materials which replicate the qualities of the original material may be acceptable as substitutes if the Historic Landmarks Commission determines that the substitute or synthetic material will produce the overall character, appearance, and performance of the original material.

Section C.3 Guidelines for Window Preservation:

- *Maintain Original Windows:* Maintain original windows by patching, splicing, consolidating or otherwise reinforcing the wooden members. Wood that appears to be in bad condition because of peeling paint or separated joints often can be repaired. Uncover and repair covered-up windows and reinstall windows where they have been blocked in. If repair of an original window is necessary, repair only the deteriorated element to match the original in size, composition, material, dimension, and detail by patching, splicing, consolidating, or otherwise reinforcing the deteriorated section. *The removal of historic materials shall be avoided.*
- *Avoid Replacing Original Windows:* Replace windows only when they are missing or beyond repair. Reconstruction should be based on physical evidence or old photographs, when available. Replacement windows should be designated to match the original in appearance, detail, material, profile, and overall size as closely as possible. Do not use inappropriate materials or finishes that radically change the sash, depth of reveal, muntin configuration, the reflective quality or color of the glazing, or the appearance of the frame.
- *Maintain the Original Window Patterns:* Do not change the number, location, size, or glazing pattern of windows by cutting new openings, blocking in windows, or installing replacement sash that do not fit the window opening.
- *New Window Materials:* New windows may be constructed of painted wood, metal clad or vinyl clad. Unfinished or anodized aluminum is not permitted. When evaluating the acceptability of replacement windows, the following criteria shall be used:
 - Kind and texture of materials;
 - Architectural and historical compatibility;
 - Comparison to original window profile;
 - Level of significance of original windows to the architectural style of the building; and
 - Material performance and durability.

Conditions Statement: A signed statement, with exhibits, from a licensed general contractor stating the condition of the existing windows, ability to be repaired, need for replacement, proposed corrective measures, and options to replacement is required as supporting documentation for any application for a Certificate of Appropriateness.

Section F.1.b. Guidelines for Masonry:

- Retain masonry features such as walls, railings, cornices, window surrounds, pediments, steps, and columns that are important in defining the overall character of the building. The size, texture, color, and pattern of masonry units, as well as mortar joint size and tooling shall be respected.
- Monitor the condition of mortar and the masonry units. Prevent water from causing deterioration by insuring proper drainage, removing vegetation too close to the building, repairing leaking roofs, gutters, and downspouts, securing loose flashing,

caulking joints between masonry and wood and repairing cracks and unsound mortar.

- Do not apply waterproof, water-repellent, or non-historic coatings in an effort to stop moisture problems; they often trap moisture inside the masonry and cause more problems in freeze/thaw cycles. Water-repellent coatings are to be used only if the bricks have been sandblasted.
- Duplicate mortar in strength, composition, color, and texture.
 - Appearance: Duplicate old mortar joints in width and profile. Cut out old mortar to a depth of one inch. Repoint to match original joints and retain the original joint width. Scrub coating, a technique in which a thinned low-aggregate coat of mortar is brushed over the entire masonry surface and then scrubbed off the bricks after drying, shall not be used.

Section F.2.b. Guidelines for Wood Materials:

- Replace wood elements only when they are rotten beyond repair. Match the original in material and design or use substitute materials that convey the same visual appearance.
- Materials other than historic materials which may replicate the qualities of the original may be acceptable as substitutes if the Historic Landmarks Commission determines that the substitute or synthetic material will produce the overall character, appearance, and performance.
- *Conditions Statement:* A signed statement, with exhibits, from a licensed carpenter or general contractor stating the condition of the existing wood, ability to be repaired, need for replacement, proposed corrective measures, and options to replacement is required as supporting documentation for any application for a Certificate of Appropriateness.

B. Secretary of the Interior Standards:

As stated in the Secretary of the Interior Standards, new additions, exterior alterations, and new construction shall not destroy historic materials that characterize a property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

Staff Analysis

As stated above, the applicant is requesting to install one 17.5" x 35.5" Anderson Essential Style Elements, American Farmhouse Quintessential, two-over-two double-hung window in the primary bedroom's on-suite bathroom as they have stated there is a buildup of moisture, mold, and mildew that the installation of this window would alleviate. Staff evaluated this application according to the Design Guidelines and Secretary of Interior's Standards. For the windows, within the Historic District, painted wood, metal clad or vinyl clad are generally allowed, as outlined in Section C.3 of the Design Guidelines. However, Staff also evaluated the windows according to further guidance in this section, related to kind and texture of materials, architectural and historical compatibility, comparison to original window profile, level of significance of original windows to the architectural style of the building, and material performance and durability. While Staff reviewed the proposed window for installation, an Anderson Essential Style Elements, American

Farmhouse Quintessential, two-over-two double-hung window, and have found it to be consistent when considering the pattern of the other windows on the second story right façade of the structure. The original windows are two-over-two windows and do not have an ornate patterns or a unique usage of glass. The addition of the two-over-two window will not significantly affect the character or style of the structure.

Finally, when evaluating the Guidelines, the painting of unpainted brick in an opaque color is not permitted however, as the brick is already painted and chipping the applicant would like to repaint in the color Behr's Artic Gray Elastomeric Masonry, Stucco and Brick Exterior paint or a similar color. Therefore, staff finds that this application as presented generally conforms to the Historic District Design Guidelines.

Summary and Recommendations

Based on the previous findings of fact, staff recommends **approval** of the following actions and conditions in regard to Certificate of Appropriateness request, HLC2022-00018:

1. Installation of one 17.5" x 35.5" Anderson Essential Style Elements, American Farmhouse Quintessential, two-over-two double-hung window in the primary bedrooms on suite bathroom in the location shown in the attached picture.
2. Repaint the perimeter brick in the color Behr's Artic Gray Elastomeric Masonry, Stucco and Brick Exterior paint or a similar color.
3. Any additional improvements shall require a Certificate of Appropriateness.
4. All required permits shall be obtained from the City of Suffolk.

Attachments

Right facade of
structure



HLC2022-00018

Example of proposed two-over-two window

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ESSENTIAL ELEMENTS

Essential Style Elements

The American Farmhouse style is typically one-and-a-half to two stories and features asymmetrical detailing, open floor plans with central chimneys and often include wraparound porches.



Quintessential Windows

The traditional American Farmhouse style window is a double-hung window that is taller than it is wide. Accent windows may also be used, particularly in gable locations.

Proposed window placement



HLC2022-00018

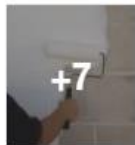
Proposed Paint Color for Perimeter Brick

BEHR PREMIUM

5 gal. #MS-55 Arctic Gray Elastomeric Masonry, Stucco and Brick Exterior Paint

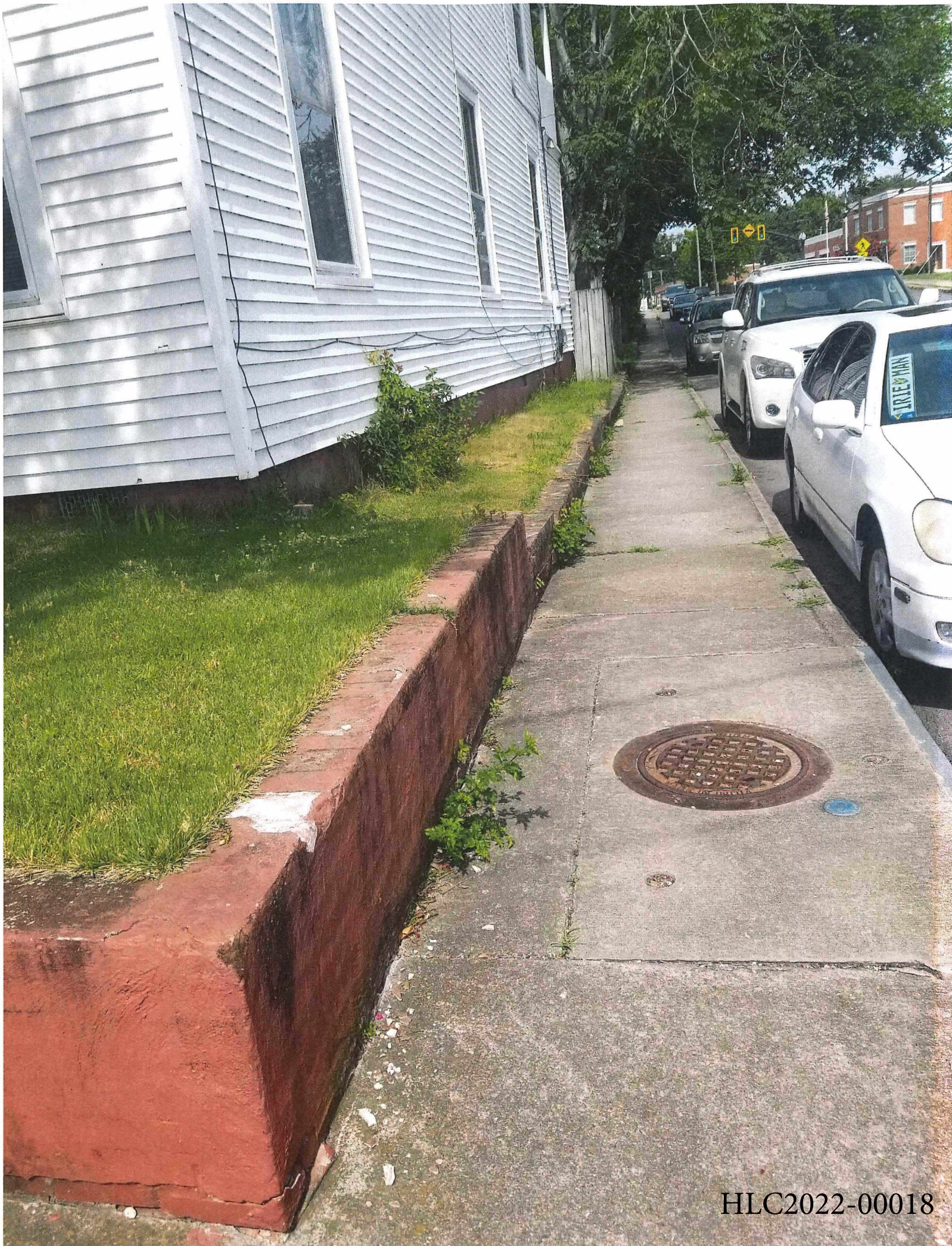
★★★★★ (127) [Questions & Answers \(3\)](#)

26



Hover Image to Zoom

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HLC2022-00018



HLC2022-00018



HLC2022-00018

HLC PROPERTY MAINTENANCE CODE ENFORCEMENT UPDATE

JULY 2022

ADDRESS	CODE VIOLATION(S)	STATUS
342 N MAIN ST	PROPERTY MAINTENANCE <ul style="list-style-type: none">• PEELING PAINT• DETERIORATED ROOF• DETERIORATED PORCH• DETERIORATED EXT WALLS	COURT - 8/4/2022
179 E WASHINGTON ST	PROPERTY MAINTENANCE <ul style="list-style-type: none">• DETERIORATED EXT WALLS• DETERIORATED WINDOWS AND DOORS	COURT – 7/7/2022
363 E WASHINGTON ST	PROPERTY MAINTENANCE <ul style="list-style-type: none">• MAJOR STRUCTURAL DEFICIENCIES• UNSAFE STRUCTURE/CONDEMNED	STRUCTURE TO BE DEMOLISHED BY OWNER
223 BANK ST	PROPERTY MAINTENANCE <ul style="list-style-type: none">• WINDOWS DAMAGE• ROOF DAMAGE• DETERIORATED EXTERIOR WALL• INTERIOR SURFACE DAMAGE• DETERIORATED PORCH	PROPERTY STILL IN VIOLATION
219 CLAY ST	PROPERTY MAINTENANCE <ul style="list-style-type: none">• ROOF DAMAGE• EXTERIOR WALL DAMAGE• BROKEN WINDOWS• INTERIOR DAMAGE	SALE PENDING
181 N MAIN ST (27 UNITS)	PROPERTY MAINTENANCE <ul style="list-style-type: none">• MISSING SMOKE DETECTORS• INTERIOR DOOR DAMAGE• BROKEN WINDOWS	VACANT STRUCTURE – COURT CASE CONTINUED – 12/1/2022
112 W WASHINGTON ST	PROPERTY MAINTENANCE <ul style="list-style-type: none">• ELEVATORS IN DISREPAIR• INTERIOR WALL DAMAGE• BROKEN WINDOWS• FIRE CODE VIOLATIONS• ELECTRICAL VIOLATIONS	VACANT STRUCTURE – OWNER GIVEN EXTENSION TO REPAIR 09/15/2022
140 W WASHINGTON ST	PROPERTY MAINTENANCE <ul style="list-style-type: none">• SIDEWALK IN DISREPAIR	COURT – CASE CONTINUED 7/7/2022

Zoning
Case Activity Report
July 2022

PROPERTY OWNER(S)	LOCATION	VIOLATION(S)	JUDGEMENT	INSPECTOR
LAKEISHA BRADLEY	302 BANK ST	WORKING WITHOUT ANZONING PERMIT / COA	NOV SENT 8/11/2021	KEVIN ALEXANDER
VICTORY ALLEGIANCE REALTY GROUP INC	118 W WASHINGTON ST	LIVE ENTERTAINMENT WITHOUT A CONDITIONAL USE PERMIT (CUP) Moving forward to the July CC meeting	NOV SENT 3/9/2022	KEVIN ALEXANDER
KK II LLC	130 COMMERCE ST (High Tide)	LIVE ENTERTAINMENT/ BAR NIGHT CLUB WITHOUT A CUP Violation closed- Conditional Use Permit granted during June CC meeting	NOV SENT 3/7/2022	KEVIN ALEXANDER
JEFFREY AND RENNEE TOWNSEND	156 W WASHINGTON ST (Renee's Lounge)	LIVE ENTERTAINMENT/ BAR NIGHT CLUB WITHOUT A CUP Violation closed- Conditional Use Permit granted during June CC meeting	NOV SENT 3/4/2022	KEVIN ALEXANDER

